

Submitting Your Application

Updated January 2024

Except for the addition of your application information, please do not otherwise alter this form; it is an accessible form.

Completed applications with the appropriate approval(s) must be received by e-mail sent to fctl@ferris.edu by the end of the day (11:59 PM) on Monday, February 12, 2024. Late applications will not be accepted.

During this open application period, interested faculty members should complete and submit this form to your Department Chair or Head or School Director for their approval; e-mail approval is required. Once approved, the Chair, Head, or School Director, in turn, must forward the application to the Dean of the College or other appropriate supervisor. Again, approval by e-mail is required. If approved, the Dean or other supervisor must forward the application electronically with their approval to fctl@ferris.edu.

We encourage you to review both the guidelines for this program and the review criteria before writing and submitting your application. These can be found [here](#).

Application Form

Information about you

1. Your name:
2. Your title: (e.g., Assistant Professor; Program Coordinator; Department Chair):
3. Contact information:
4. Phone number or extension:
5. E-mail address:
6. College or Unit (e.g., Kendall College of Art and Design; Office of International Education):

Information about the event

1. Sponsoring organization (e.g., Modern Language Association):
2. Event name:
3. Event web address:
4. Event date(s):
5. Event location (e.g., online; Lawrence, KS):

Amount requested

If you plan to give a presentation (see details below) and have not yet received notification that your proposal was accepted, you may request \$1,200. If, in the end, your proposal is not accepted, you will be eligible to receive a \$1,050 travel grant.

If you wish to participate in an online event and the cost is known, please indicate that cost below. Also, please indicate if you are giving a presentation at this online event.

1. Will you participate in, but not give a presentation, at this event? If so, you may request a \$1,050 travel grant.

YES NO

2. Will you give a presentation at this event? If so, you may request a \$1,200 travel grant.

YES NO

3. If this is an online event, please indicate the cost for you to participate (e.g., registration cost):

Are you a presenter at this online event?

YES NO

If you are requesting \$1,200 or if you are a presenter at an online event:

1. Are you giving a paper or poster presentation?

YES NO

If you are presenting something other than a paper or poster, please describe it below. Please know that introducing a session and its presenter or presenters does not qualify for funding of \$1,200. You may, however, request \$1,050.

2. Please provide the abstract of your presentation.

3. Have you given this particular presentation or one similar to it previously at an event outside of Ferris State?

YES

NO

If yes, please provide specific information below about when, where, and to whom you gave this or a similar presentation. Please also explain how this presentation differs from a similar one you may have given previously.

4. Have you received confirmation that you will in fact give the presentation?

YES

NO

If yes, please provide relevant documentation or web address (URL). If no, what is the anticipated date of notification?

Previous Funding

Have you received funding from the Timme Grants Program to attend this event in the past?

YES

NO

If "yes," please know this does not preclude you from seeking funding again to attend the same conference or other professional development event.

Supporting Narrative

Please avoid using acronyms in your application. Thank you! We encourage you to refer to the Review Criteria when preparing your application. The Review Criteria are [here](#).

1. If your primary role at the University involves teaching, please describe two specific examples of how your participation in this event will have direct effect on your teaching or your students' learning. If your primary role does not involve teaching and/or you have another role in addition to teaching, your specific examples must include descriptions of how your participation in this event will have direct effect on your work. If you include more than two specific examples, please understand that the Review Committee will consider only the first two examples.

Supporting Narrative

2. Please describe two specific questions you hope this event will help answer and/or ideas you hope to develop further as a result of this event. These questions or ideas may relate to your research, teaching, and/or University service. Also, with reference to the event description, program schedule, session titles, or other specific information about previous events, explain why you believe this event will enable you to answer the question(s) or develop the idea(s). If you include more than two specific questions and/or ideas, please understand that the Review Committee will consider only the first two.

Supporting Narrative

3. Please list two specific Ferris State University Core Values that your participation in this event will address. Also, with reference to the event description, program schedule, session titles, or other specific information about previous events, explain why you believe this event will address each Core Value. If you include more than two specific Core Values, please understand that the Review Committee will consider only the first two. More information about FSU's Core Values may be found by clicking on FSU Core Values.

Supporting Narrative

4. Please list two specific college, department, or program goals, initiatives, and/or priorities that your participation in this event will address. Also, with reference to the event description, program schedule, session titles, or other specific information about previous events, explain why you believe this event will address each goal, initiative, or priority. If you include more than two specific goals, initiatives, and/or priorities, please understand that the Review Committee will consider only the first two.